



NOTICE OF SALARY ADJUSTMENT

August 22, 2024

Ms. Kleer Jeann G. Longatang
Institute of Tropical Ecology & Envi. Mgmt.
VSU, Visca, City of Baybay, Leyte

Dear Ms. Longatang:

Pursuant to National Budget Circular No. 594 dated August 12, 2024, implementing Executive Order No. 64 dated August 2, 2024, your salary is hereby adjusted effective April 22, 2024, as follows:

- | | |
|---|--------------------|
| 1. Adjusted monthly basic salary effective April 22, 2024,
under the New Salary Schedule; SG: 14, Step: <u>1</u> | <u>₱ 35,434.00</u> |
| 2. Actual monthly basic salary as of April 21, 2024,
SG: 12, Step: <u>4</u> | <u>31,568.00</u> |
| 3. Monthly salary adjustment effective: April 22, 2024 (1-2) | <u>₱ 3,866.00</u> |

It is understood that this salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

PROSE IVY G. YEPES
President

Position Title: Instructor III
Salary Grade: 14
Item No. FY 2023 Plantilla of Personnel: INST3-22-2024

cc: RAO, RSPPRO, PLBO